

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-126**

**SUBJECT:
Security Investigator, FSN-08
(ERBIL)**

DATE: 08-29-11

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Security Investigator, FSN-08; FP-06*

OPENING DATE: August 15, 2011

CLOSING DATE: **August 29, 2011**

WORK HOURS: Full time: 40 hours/week

SALARY: * Ordinarily Resident (OR): 26,735.00 USD p.a. (Starting Basic salary)
(Position Grade FSN-08)

* Not-Ordinarily Resident (NOR): 44,737.00 USD p.a. (Starting Basic salary)
(Position Grade FP-06).

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Baghdad is seeking an individual to fill the position of **Security Investigator** in the **Regional Security Office (RSO)** in the **U.S. Consulate General in Erbil**.

BASIC FUNCTION OF THE POSITION

Incumbent performs various security functions to assist the RSO in the achievement of the Security Office goals and ensure the proper function of the US Consulate Security Program. The Security Investigator performs investigations relating to personal security background information and investigations concerning a variety of subject involving security incidents and fraudulent or other questionable activity affecting the Consulate. He/She serves as liaison with local law enforcement agencies and provides security assistance and interpretations and translations to the RSO.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of college-level studies is required.
2. Two years of work experience in military, law enforcement, private security organizations or other related field is required.
3. Level III (Good Working Knowledge) speaking/reading/writing English and Level IV (Fluent) speaking/reading/writing Arabic is required.
4. A working knowledge of the Foreign Affairs Manual and Handbook regulations pertaining to security instructions and procedures. Knowledge of local civil and criminal law, as well as of Turkmen law enforcement and security structure and hierarchy is required.
5. Ability to report facts accurately. Ability to distinguish between conclusions and facts. Ability to work independently with minimal or no supervision while interacting with US and Turkmen government officials. Ability to draft and translate documents in both Arabic and English. Must possess driver's license.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on the link below:

<http://www.state.gov/documents/organization/136408.pdf>

E-mails received without the appropriate subject line will not be considered. Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: **VA 11-126 Security Investigator - Erbil**

CLOSING DATE FOR THIS POSITION: **AUGUST 29, 2011**

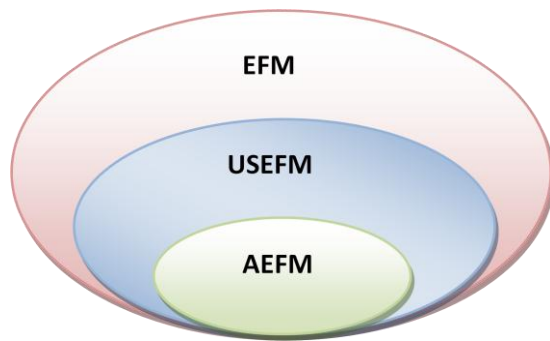
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: S/HRO/WDG
Cleared: RSO/JAMG
Drafted: HRA/MM

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring

employee who is unmarried and at least 18 years old; and

Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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U.S. Embassy, Iraq



Announcement Number: 11-126	SUBJECT: Security Investigator (ERBIL), FSN-08 Major Duties and Responsibilities	Opening Date:08-15-11 Closing Date: 08-29-11
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20% of time:

U.S. Consulate Erbil Personnel Security Certification, Briefing and Badge:

Conducts investigations on local national employed within Consulate Erbil (Locally Engaged Staff, contractors and domestic help) to verify information provided by applicants for employment with the Consulate to include educational qualifications, prior work experience and references. Briefs Mission employees as to their security responsibilities and the implications of not following through with their responsibilities. Maintains badge systems and issues badges to Consulate employees and Family Members. Responsible for fingerprinting and photographing.

20% of time:

Security database and file/computer document creations and maintenance:

Creation of computer-based documentation for maps, diagrams and other computer-based documents. Creates and maintains various Security Office databases and files for such topics as Security incidents, Background Investigations, Domestic Employees and Contractors.

10% of time:

Security Incident/Accident Investigation and Reporting:

Performs accidents and security incident assistance for Mission personnel. Conducts investigations of these incidents to include special investigations (e.g., employee theft investigations, etc.)

10% of time:

Security Office correspondence:

Drafts and edits routine correspondence for the RSO's signature. Prepares written translations of official correspondence received.

10% of time:

Residential Security Surveys:

Conducts residential security surveys of proposed Consulate housing and offices to determine suitability vis-a-vis DS security standards. Creates reports, outlines necessary improvements, recommends enhancements, and maintains residential security filing system.

10% of time:

Establishment and Maintenance of Security Contracts:

Develops and maintains appropriate GOI law enforcement contacts, as well as contacts with the security counterparts of other diplomatic missions and international organizations through personal meetings, telephone calls and other authorized methods in order to establish good working relations with all. Interprets and translates for the RSO at official meetings and interviews with non-English speakers.

10% of time:

Law Enforcement Visit Assistance and Host Government Training:

Acts as assistant control officer for visiting USG law enforcement and security personnel and as control officer in the RSO's absence, by making appropriate arrangements and providing logistic support for the RSO-controlled visits. Works with the RSO, visiting US law enforcement and GOI officials to identify GOI law enforcement training needs.

5% of time:

VIP visit coordination/Dignitary Protection:

Provides VIP security protective functions, liaison with host country security and police officials. Co-ordinates and performs protective security operations with local government agencies in support of visiting dignitaries.

5% of time:

Other Duties:

Performs other duties as assigned by RSO.